

STATE OF CALIFORNIA

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Date: August 27, 2002

LEAVE ACCOUNTING LETTER # 02-018
(Civil Service Only)

To: All Agencies in the California Leave Accounting System (CLAS)

From: RON HUTCHESON, Manager
Customer Support Section

Re: BEREAVEMENT LEAVE

Per Bargaining Unit contracts, CLAS was modified to include two new Bereavement Leave related transactions. A detailed account of these transactions follow:

New Fiscal Year Transaction

A provision included in various Bargaining Unit contracts provides for three (3) eight-hour days of Bereavement Leave per fiscal year for specific family members. To accommodate this provision, a new use transaction, USE-FISCAL YEAR was developed to track Bereavement Leave use by fiscal year.

Attributes of the new transaction are:

- . Full Transaction Name: USE - FISCAL YEAR
- . Abbreviated Name: USE - FY
- . Transaction Code: FY
- . Valid Benefits: BL

Extended Bereavement Leave

CLAS currently offers a use transaction, 03 - USE-DEATH to track sick leave that is used when extended time is required for Bereavement Leave.

The Bargaining Unit contracts now allow for the use of other benefits to cover extended Bereavement Leave. To accommodate this change, a new use transaction, BL - USE-EXTENDED BEREAVEMENT LEAVE was developed.

Attributes of the new transaction are:

- . Full Transaction Name: USE - EXTENDED BEREAVEMENT LEAVE
- . Abbreviated Name: USE - EXT BL
- . Transaction Code: BL
- . Valid Benefits: AL,CT,EX,HC,HI,MO,OC,PA,PD
PH,PL,PR,PV,SL,VA,VB,VT
EH(CalTrans, CHP & Judicial Council
only)
HT(Veterans Affairs only)

NOTE: Effective October 1, 2002, the transaction 03 - USE-DEATH
will no longer be valid. The new transaction,
BL - USE-EXTENDED BEREAVEMENT LEAVE is to be used.

The transactions outlined above may be entered via CLAS, PIP,
or magnetic tape. You may submit these new transactions
retroactively to July 1, 2001.

If you have any questions regarding these new transactions,
please contact the Leave Accounting Liaison Unit at
(916) 327-0756.

RH:dk